

Security Information

MAR 18 1953

MEMORANDUM FOR: Director of Training

SUBJECT : Clandestine Services Administrative Support Course

REFERENCE : Memo dtd 3 Mar 53 for DD/A and CAO/DDP fr Dir of Trg,
same subject

1. We understand that the subject course, which is three weeks in length, will be offered on a six-week cycle. As far as new employees are concerned, we would expect to have all GS-7 through GS-15 personnel who had entered on duty in the preceding six-week period nominated for the course. We anticipate that this would run from ten to fifteen people, covering the Procurement and Supply Office, the Personnel Office, and the Budget and Finance Divisions of the Office of the Comptroller. For the moment, we have determined that these people could best benefit. We hope to have a senior and experienced representative from each of the above-mentioned offices attend the first course as monitors and to critique the material presented in order to assist in the preparation of the substance and to help determine how to select the students for the succeeding courses.

2. Confirming our earlier conversation, it is requested that the proposed course be coordinated with the Chief of Administration, Deputy Director (Plans), and this Office at the earliest possible date. I feel it is important that we insure that the course content be as timely as we jointly can make it and that the instructors be thoroughly grounded in the fields they present. Under the circumstances you may wish to delay the formal announcement of the course.

15/
L. K. WHITE
Assistant Deputy Director
(Administration)

cc: CAO/DDP
DD/A chrono
subject "Training-Courses and programs" ✓

SA/DDA:RSW:jeb

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FBI - NEW YORK	
By: <i>me</i>	

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